

# **INSTITUTE OF BANKING PERSONNEL SELECTION**

## ***INVITES APPLICATIONS FOR***

**Post Name: - Security officer in charge**

**NO. OF VACANCIES: - 01**

**SALARY : - NEGOTIABLE**

Candidates may mention in their application the **last salary drawn and expected.**

**EDUCATIONAL QUALIFICATION : -**

a) Candidates should be Graduate or under graduate

**OTHER ELIGIBILITY CRITERIA AS ON 1<sup>st</sup> January 2014**

- (i) The incumbent's age should not be more than 55 years as on 01.01.2014
- (ii) The Incumbent should be Retired personnel who served as a non-commissioned officer in Army/Navy/Air-force.
- (iii) His/ her integrity should not have been doubtful during his/her service in the organisation.
- (iv) No punishment/penalty should have been inflicted on him/her during his service in the organisation.
- (v) Cases of CBI or other law enforcement agencies should not be pending against him/her.

**Job Description :**

- ❖ The incumbent will be responsible for managing the Security , Vigilance and protocol matters of the Institute.
- ❖ Watching at the TV screen all movements of workers and papers.
- ❖ Should be smart observer for any suspicious movement /action of worker and should keep a constant watch on the movement of paper through TV monitor

**Post Name: - Security Supervisor cum CCTV observer**

**NO. OF VACANCIES: - 01**

**SALARY : - NEGOTIABLE**

Candidates may mention in their application the **last salary drawn and expected.**

**EDUCATIONAL QUALIFICATION : -**

Minimum S.S.C. pass/ Matriculate

**OTHER ELIGIBILITY CRITERIA S ON 1<sup>st</sup> January 2014**

- (i) The incumbent's age should not be more than 55 years as on 01.01.2014
- (ii) The Incumbent should be Retired personnel who served as a non-commissioned officer in Army/Navy/Air-force.
- (iii) Should have done ESM rehabilitation course on Security and Basic knowledge of Fire fighting
- (iv) Some experience on CCTV Observation will be an added Advantage
- (V) His/ her integrity should not have been doubtful during his/her service in the organisation.
- (Vi) No punishment/penalty should have been inflicted on him/her during his service in the organisation.
- (Vii) Cases of CBI or other law enforcement agencies should not be pending against him/her.

**Job Description :**

- 1) Watching at the TV screen all movements of workers and papers.
- 2) Should be smart observer for any suspicious movement /action of worker and should keep a constant watch on the movement of paper through TV monitor

Post Name: - 3) CCTV observer

**NO. OF VACANCIES:** - 01

**SALARY** : - NEGOTIABLE

Candidates may mention in their application the **last salary drawn and expected.**

**EDUCATIONAL QUALIFICATION** : -

Minimum S.S.C. (10<sup>th</sup> Std) pass / Matriculate

**OTHER ELIGIBILITY CRITERIA AS ON 1<sup>st</sup> January 2014**

- (i) The incumbent's age should not be more than 55 years as on 01.01.2014
- (ii) The Incumbent should be Retired personnel who served as a non-commissioned officer in Army/Navy/Air-force.
- (iii) Should have done ESM rehabilitation course on Security and Basic knowledge of Fire fighting
- (iv) Experience on CCTV Observation is essential
- (V) His/ her integrity should not have been doubtful during his/her service in the organisation.
- (Vi) No punishment/penalty should have been inflicted on him/her during his service in the organisation.
- (vii) Cases of CBI or other law enforcement agencies should not be pending against him/her.

**Job Description :**

- 1) Watching at the TV screen all movements of workers and papers.
- 2) Should be smart observer for any suspicious movement /action of worker and should keep a constant watch on the movement of paper through TV monitor

## TERMS OF APPOINTMENT for ALL POSTS

Appointment will be on contract basis. The initial contract would be for a period of 2 years which may be renewed further subject to his continued good performance and physical fitness.

**Internal Candidates presently on contract may also apply.**

**HOW TO APPLY:** – Interested candidates who are meeting with above mentioned eligibility criteria as on 1<sup>st</sup> January 2014 only may send their applications through Post / Courier only giving details of job experience, **salary drawn & expected** as per the format attached along with attested Xerox copies of all necessary documents to

**The General Manager  
Institute of Banking Personnel Selection,  
IBPS House, Plot No.166,  
90 ft DP Road, Off Western Express High way,  
Kandivali (East), Mumbai 400 101**

○ **Last date of receipt of application: Tuesday, 31<sup>st</sup> December 2013 before 5.00 pm**

- **Application received after this date and time will be summarily rejected.**
- **Application not in the prescribed format and /or without necessary documents will be rejected.**

**Please Note:**

- **The person who are in service need not apply.**
- **The posting of the selected candidate will be in MUMBAI Only. He/She will have to make his/her own arrangement of accommodation in MUMBAI.**

- 3) Selection will be made by a committee and such selection will be Final. Applicants must super-scribe “Application for the post of Security Officer-in-charge / Security Supervisor cum CCTV observer/ CCTV observer” on the top of the upper part of the sealed envelope containing the application.

General Manager (Administration)

Date : 18.12.2013

IBPS, Mumbai

(ii) (Application Form)

APPLICATION FORMAT

To  
The General Manager  
Institute OF Banking Personnel Selection  
IBPS House,  
Plot No.166, Behind Thakur Polytechnic  
90''ft DP road, off W E Highway  
Kandivali (East)  
Mumbai 400 101

PASTE (not staple your  
recent passport size  
photograph here and  
sign  
across it in full name  
with  
date

Sir,

SUB : Application for the Post of \_\_\_\_\_  
on Contract Basis in IBPS

With reference to your advertisement dated 18<sup>th</sup> December 2013, I submit herewith my application for the post of \_\_\_\_\_ on Contract Basis in Institute Of Banking Personnel Selection. I have read about the role, remuneration and brief terms & conditions relating to the post and advise that they are acceptable to me.

1. Full Name: Shri/Smt/Kum (in block letters)


2. Father's name


3. Date of retirement  
(DD/MM/YYYY) :

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4. Post held at the time of retirement : \_\_\_\_\_

5. Name of the organisation From Where Retired : \_\_\_\_\_

5(a) No. Of years of service : \_\_\_\_\_

6. Candidate's address where he/she normally resides

(IN BOLCK LETTERS) \_\_\_\_\_

Dist. \_\_\_\_\_

State \_\_\_\_\_

PIN CODE

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PHONE WITH STD

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Mobile No.

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7. Date of Birth

(DD/MM/YYYY)

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8. Educational Qualification :

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9. work experience :

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10. Salary Drawn : Rs. \_\_\_\_\_

Salary Expected : Rs. \_\_\_\_\_

**11. Declaration:**

I hereby declare that

- (i) No punishment / penalty was inflicted on me during five years of my service in the any organisation preceding my retirement.
- (ii) No case of CBI or any other Law Enforcement Agency is pending against me and
- (iii) I am physically fit to carry out duties of the \_\_\_\_\_  
(name of the post)

I further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found untrue or incomplete at any stage or my not satisfying any of the eligibility criteria according to Institute Of Banking Personnel Selection , my candidature is liable to be cancelled.

Place: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of the candidate: \_\_\_\_\_  
(in block letters)